

Highspire Borough Council Minutes

February 21, 2023

Council President Anderson called the Highspire Borough Council meeting to order at 7:02 p.m. The prayer was offered by Member Thatcher then followed by the Pledge of Allegiance.

Roll call was taken:

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| Council Members Present: | Michael Anderson | Dorothy Matesevac |
| | Carolee Roman | Tyler Thatcher |
| | A. Kay Sutch | Robert Sutch |

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| Mayor: | Von Hess |
| Borough Manager: | Mark Stonbraker |
| Assistant Borough Manager: | Deanna Proctor |
| Solicitor: | Michael Cassidy |
| Borough Engineer: | Robert Lauriello |

Public Works Director, Randy Kreider was absent.

Minutes

President Anderson presented the meeting minutes from the January 17, 2023 Council meeting and the February 14, 2023 Workshop meeting and asked for questions regarding them. Hearing none, a motion to accept the minutes was made by Member R. Sutch and seconded by Vice-President Roman. Motion approved unanimously.

Financial Reports

President Anderson presented the Treasurer's Report and Financial Statements for the month of January 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the reports was made by Member A. K. Sutch and seconded by Vice-President Roman. Motion approved unanimously.

Mayor's Report

Mayor Hess reported that he attended the following meetings and events: 01/19 Highspire Borough Authority meeting; 01/24 Dauphin Lebanon Borough's Association meeting; 01/26 meeting with Senior Life representatives from Steelton to discuss opportunities for Highspire seniors; 2/13 Highspire Happenings meeting to discuss the Easter Egg Hunt and the Arbor Day Celebration; 2/13 meeting with Dauphin County Human Services to discuss summer program for Steelton-Highspire students; and 2/16 Highspire Borough Authority meeting where he swore in two (2) members.

Public Safety Director's Report

Mark Stonbraker, Public Safety Director, informed members that on February 14, 2023 he submitted a letter to PEMA requesting a project completion extension for the Poplar Street Culvert Repair. He noted that the current completion deadline is March 10, 2023.

President Anderson presented the Mayor's and Public Safety Director's reports for the month of January 2023 and asked if there were any questions regarding the reports. Hearing none, he noted that the reports could be filed.

Fire Department Reports

Fire Chief Condran and Jenna Condran presented a proposal, to Borough Council, for the purchase of a 2005 E-One 1500/780 Rescue Pumper from Command Fire Apparatus in the amount of \$175,000. Members discussed financing, the need for a new engine and concerns regarding the Seagrave and putting it in "reserve" status. Discussion followed. Jenna Condran discussed the roast beef dinners and how sales have been.

President Anderson presented the Fire Chief Report and the Fire Department Treasurer's report for the month of January 2023 and asked if there were any questions regarding them. Hearing none, a motion to accept the report was made by Vice-President Roman, seconded by Member R. Sutch. Motion approved unanimously.

South Central Emergency Medical Services Report

President Anderson presented the South-Central Emergency Medical Services Report for the month of December 2022 and asked if there were any questions regarding it. Hearing none, he noted that it could be filed.

Citizen's Comments

None

Correspondence

January 17, 2023 – Dauphin County Office of Tax Claim Bureau – Interest Free Grace Period.

January 17, 2023 – Email from Rob Lauriello, RETTEW – HVAC contract from Garden Spot Mechanical.

January 18, 2023 – Email to Holly Martz, Deputy Director, Dauphin County Tax Claim Bureau – Attached letter informing them that the Borough of Highspire is opposed to being included.

January 18, 2023 – The executed 2023 Municipal Domestic Animal Protective Services Agreement was signed and sent to the Humane Society of Harrisburg.

January 20, 2023 – Dauphin County Office of County Commissioners – 2023 Local Government Forum & New Dauphin County Transportation Infrastructure Safety Improvement Program.

January 23, 2023 – HACC – Credit balance refund check in the amount of \$175.00.

January 26, 2023 – Email from CapCOG – List of meetings and events for 2023.

January 30, 2023 – Email from NJM – Damage appraisal for the Rhoda Alley footbridge at Memorial Park.

February 1, 2023 – Email – Notification of Direct Deposit – Comcast Franchise Fees in the amount of \$6,167.12.

February 6, 2023 – Dauphin County Fines & Costs – Check in the amount of \$527.80.

February 6, 2023 – NJM Insurance Group – Net Settlement check in the amount of \$7,180.93 for damages to the Rhoda Avenue footbridge at Memorial Park.

February 8, 2023 – Dauphin County Fines and Costs – Restitution check in the amount of \$1.47.

February 10, 2023 – Returned / executed Eshelman Street Phase II Roadway Rehab. Project Subrecipient Agreement.

February 13, 2023 – Dauphin County Office of Tax Assessment – Correction to the former RDA property deeded back to the Borough of Highspire listing the property as tax-exempt.

February 14, 2023 – Letter to PEMA requesting a project completion extension for the Poplar Street Culvert Repair. The current completion deadline is set for March 10, 2023.

February 15, 2023 – 2020 Crimewatch Impact Report.

February 15, 2023 – PCCD Police Technology Grant Award Notification signature page emailed to PCCD.

February 15, 2023 – Verizon Franchise Fee Schedule / Report 4th Quarter 2022 – Franchise Fee in the amount of \$3,732.51.

February 15, 2023 – Email from Anthony Lucido, esq. from Johnson-Duffie with attached Court Order from the Honorable Judge John J. McNaly III ordering the Borough of Highspire to pay \$61,117.50 to Lower Swatara Township for the EDAR review.

February 16, 2023 – Email from Melissa Kuhns, USDA-RD advising the Highspire Municipal Building HVAC project has been approved to proceed with construction.

February 17, 2023 – PPL Electric Utilities – Letter explaining technical issues which prevented their billing system from accessing meter data.

Committee Reports

Public Facilities – Member Matesevac discussed the Poplar Street Culvert repair and asked for an update on filing for Eminent Domain since the owner of 302 Market Street, Highspire, hasn't granted the Borough access to his property to repair the culvert. Solicitor Cassidy informed members that he has prepared the documents required to file for acquisition of right-of-way for the project and he will have a Resolution, authorizing the taking or condonation of the right-of-way required, prepared for the March meeting for Council's approval. He stated that the Resolution will authorize him to file with the court.

Solicitor Cassidy requested an Executive Session.

Executive Session: 7:53 p.m.

Reconvene: 8:06 p.m.

Member Matesevac asked when is the proposed start date to install the new HVAC. Manager Stonbraker stated that work would begin within the next week or two. President Anderson noted that the equipment is scheduled to arrive on Wednesday, February 22, 2023 and the contractor will start scoping things out. Member Matesevac asked the status on the foot bridge at Memorial Park. Manager Stonbraker stated that the insurance check was received, check has been written to Osage and he is just waiting on Osage to give him a start date.

Member Matesevac discussed property maintenance issues within the Borough.

Sanitation Committee – Vacant

Highspire Happenings – Member Thatcher noted that the Breakfast with the Easter Bunny and Easter Egg Hunt will be held on April 1, 2023 and on April 29, 2023 will be the Arbor Day Celebration and a Cleanup Day starting at 8:00 a.m.

Finance Administration – Member Thatcher had nothing to report.

Personnel Committee – Vice-President Roman had nothing to report.

Community Development – Member A. Kay Sutch discussed her concerns with Lower Swatara Township regarding Reservoir Park and Hanover Street. She stated that a letter needs to be sent to the Township. Discussion followed.

Public Safety Committee – Member R. Sutch had nothing to report.

Maintenance & Repair – See *Public Facilities* report.

Staff Activity Reports

Mark Stonbraker, Borough Manager, reported that he received an invitation for the 2023 State of the County Address scheduled for Tuesday, March 28, 2023 at the Hilton in Harrisburg Towers with the reception starting at 5:00 p.m. and dinner at 6:00 p.m. He asked members to let him know if they would like to attend.

Deanna Proctor, Code Enforcement, had nothing to report.

Randy Kreider, Public Works Director, was absent.

President Anderson presented the Staff Activity Reports for the month of January 2023 and asked for a motion to accept them. Motion moved by Member Matesevac, seconded by Vice-President Roman. Motion approved unanimously.

Solicitor's Report

Michael Cassidy, Solicitor, discussed the Court Order by Judge John J. McNaly III in regards to the litigation with Lower Swatara Township. He noted that there will be an Executive Session at the March 14, 2023 Workshop at 7:00 p.m. to discuss the litigation. Member A. K. Sutch stated that with regards to the \$61,117.50 check payable to Lower Swatara Township for attorney fees, she would like an itemized list of what was done to justify such an exorbitant amount. Solicitor Cassidy stated that he does have the invoices for review. Member A. K. Sutch noted that she would like to form a committee to work on a new agreement/contract with Lower Swatara Township in regards to the sewer plant. Solicitor Cassidy informed members that he is able to write the contract and can bring it to Council to discuss.

Engineer's Report

Robert Lauriello, Borough Engineer, had nothing to report.

Old Business

None

New Business

Motion moved by Vice-President Roman, seconded by Member Thatcher to approve Highspire Borough Council Resolution #11-2023 appointing Mark L. Stonbraker as the Borough's voting delegate to the 2023 PSAB 111th Annual Conference, to be held at the Hershey Lodge, June 4 -7, 2023. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to approve the at cost COSTARS purchase of HVAC equipment through Anderson Mechanical HVAC, LLC, for the Highspire Borough Municipal Building HVAC Repair Project. The cost of the equipment will be \$22,325.43 which is to be paid for by the combination grant and low interest loan, previously secured through the USDA-RD. Garden Spot Mechanical, Inc. has been awarded the contract for the installation of the equipment. Member Thatcher abstained. Motion approved.

Motion moved by Member Thatcher, seconded by Member R. Sutch to approve the payment to Lower Swatara Township and the Municipal Authority of Lower Swatara Township in the amount of \$61,117.50 for the review of Highspire Wastewater Treatment Plant Employee Daily Activity Reports (EDARs) by Eckert, Seaman, Cherin & Mellott, LLC. Payment is by Court Order, signed February 15, 2023, by the Honorable Judge John J. McNaly III and is to be made not later than thirty (30) days of the date of said order. The funds will be withdrawn from the Sewer Admin. Fund Checking Account PLGIT. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve the payroll and bills. Motion approved unanimously.

Motion moved by Member A. K. Sutch, seconded by Member Matesevac to recess the February 21, 2023 Highspire Borough Council meeting until Tuesday, February 28, 2023 at 7:00 p.m. Motion approved unanimously.

Council President Anderson called the Regular Meeting of the Highspire Borough Council back to order on Tuesday, February 28, 2023 at 7:00 p.m.

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| Council Members Present: | Michael Anderson | Dorothy Matesevac |
| | Carolee Roman | Tyler Thatcher |
| | A. Kay Sutch | Robert Sutch |

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|----------------------------|-----------------|
| Mayor: | Von Hess |
| Borough Manager: | Mark Stonbraker |
| Assistant Borough Manager: | Deanna Proctor |

Jenna Condran, Chief Robert Condran, Jr. and Assistant Fire Chief Michael Hamilton were also in attendance.

Solicitor Michael Cassidy; Borough Engineer, Robert Lauriello; and Public Works Director, Randy Kreider was absent.

President Anderson asked for any comments or questions regarding the proposal from Citizens Fire Company #1 of Highspire for the purchase of a 2005 E-One 1500/780 Rescue Pumper to be purchased from Command Fire Apparatus, Lancaster, Pennsylvania. Members discussed the proposal.

President Anderson asked for a motion to amend the agenda by adding of the following items:

- Council permission for the purchase of a 2005 E-One 1500/780 Rescue Pumper from Command Fire Apparatus in the amount of \$175,000.00.
- The non-refundable downpayment of 10% of the cost of the 2005 E-One 1500/780 Rescue Pumper to Command Fire Apparatus in the amount of \$17,500.00.
- To allow Command Fire Apparatus either to sell the 2003 Rosenbauer Engine at an initial asking price of \$70,000.00 or less, or if not sold, then purchase the engine for \$25,000.00, whichever is greater.
- To fund the purchase through the use of \$60,000.00 from the Fire Equipment Escrow PLGIT account and a no-interest loan to Citizens Fire Company #1 from the Borough of Highspire General Fund Checking Account in the amount of no more than \$90,000.000 which will be paid back in \$1,200.00 monthly payments by Citizens Fire Company #1 of Highspire.”

Motion moved by Member R. Sutch, seconded by Member Matesevac to approve amending the agenda. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Member A. K. Sutch to approve the purchase of a 2005 E-One 1500/780 Rescue Pumper for Citizens Fire Company #1 of Highspire from Command Fire Apparatus in the amount of \$175,000.00. Motion approved unanimously.

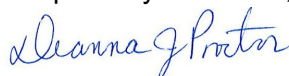
Motion moved by Member R. Sutch, seconded by Member Matesevac to approve to make a non-refundable downpayment of 10% of the cost of the 2005 E-One 1500/780 Rescue Pumper from Command Fire Apparatus in the amount of \$17,500.00. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to allow Command Fire Apparatus either to sell the 2003 Rosenbauer Engine at an initial asking price of \$70,000.00 or less, or if not sold, then purchase the engine for \$25,000.00, whichever is greater. Motion approved unanimously.

Motion moved by Member R. Sutch, seconded by Vice-President Roman to fund the purchase through the use of \$60,000.00 from the Fire Equipment Escrow PLGIT account and a no-interest loan to Citizens Fire Company #1 from the Borough of Highspire General Fund Checking Account in the amount of no more than \$90,000.000 which will be paid back in \$1,200.00 monthly payments by Citizens Fire Company #1 of Highspire. Motion approved unanimously.

With no other action to be taken, President Anderson asked for a motion to adjourn the meeting. Motion moved by Member Matesevac, seconded by Vice-President Roman to adjourn the meeting at 7:31 p.m.

Respectfully submitted,



Deanna Proctor
Assistant Borough Manager